

AUTO CR - LOG SUMMARY #1052444

TYPE: CR

Incident Finding / Overall Case Finding

Description of Incident	Finding	Entered By	Entered Date
	SUSTAINED	MINIOTIS, CONSTANTINE	07-JAN-2014

Reporting Party Information

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
CPD Employee	Reporting Party Third Party	TORRES, WANDA I	1507		166 / 167	SERGEANT OF POLICE	F	S	

Incident Information

Incident From Date/Time	Address of Incident	Beat	Dist. Of Occurrence	Location Code	Location Description
09-MAR-2012 07:30 - 09-MAR-2012 08:15	3340 W FILLMORE ST, CHICAGO, IL 60624	1134	011	280 - POLICE FACILITY/VEH	PARKING LOT

Accused Members

	Role	Name	Star No.	Emp No.	UOA / UOD	Position	Status	Initial / Intake Allegation
CPD Employee	Accused	UTRERAS, EDWIN	19901		189 /	POLICE OFFICER	ON Duty	It is reported that the inventory (was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)
CPD Employee	Accused	CATO, ERIC			189 /	SERGEANT OF POLICE	ON Duty	It is reported that the inventory (was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)
CPD Employee	Accused	NORWAY, RONALD			189 /	POLICE OFFICER	ON Duty	It is reported that the inventory (was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)

Other Involved Parties

Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
CPD Employee	Witness	PALKA, CHARLES J		009 / 167	POLICE OFFICER	M	WHI		

Involved Party Associations

Role	Rep. Party Name	Related Person	Relationship
Reporting Party Third Party	TORRES, WANDA I	PALKA, CHARLES J	NO RELATIONSHIP
Reporting Party Third Party	TORRES, WANDA I	CATO, ERIC	NO RELATIONSHIP
Reporting Party Third Party	TORRES, WANDA I	CATO, ERIC	NO RELATIONSHIP
Reporting Party Third Party	TORRES, WANDA I	NORWAY, RONALD	NO RELATIONSHIP
Reporting Party Third Party	TORRES, WANDA I	UTRERAS, EDWIN	NO RELATIONSHIP

Incident Details

CR Required?	Manner Incident Received?	PAX
Confidential?	Biased Language?	N
Extraordinary Occurrence? N	Bias Based Profiling?	N

Police Shooting (U)?	N	Alcohol Related?	N
Non Disciplinary Intervention:	N	Pursuit Related?	N
Initial Assignment:	IAD	Violence in Workplace?	N
Notify IAD Immediately?	N	Domestic Violence?	N
EEO Complaint No.:			
Civil Suit No.:		Civil Suit Settled Date:	
Notify Chief Administrator?	N	Notify Chief?	
Notify Coordinator?		Notification Does Not Apply?	Y
Notification Other?	N		
Notification Comments:			

Incident Category List

Incident Category	Primary?	Initial?
10V - GROUP 10 - OPERATION/PERSONNEL VIOLATIONS (ON DUTY) INVENTORY PROCEDURES	Y	N
10V - GROUP 10 - OPERATION/PERSONNEL VIOLATIONS (ON DUTY) INVENTORY PROCEDURES	Y	Y

Investigator History

Investigator	Type	Assigned Team	Assigned Date	Scheduled End Date	Investigation End Date	No. of Days
RAMIREZ, ELIZABETH	Primary	GENERAL INVESTIGATION SECTION	13-MAR-2012	11-JUN-2012	22-MAY-2012	70
PIONKE, JOSEPH	Supervisor	GENERAL INVESTIGATION SECTION	13-MAR-2012	12-APR-2012	22-MAY-2012	

Extension History

Name	Previous Scheduled End Date	Extended Scheduled End Date	Date Certified Letter Sent	Reason Selected	Explanation	Extension Report Date	Approved By	Approved Date	Approval Comments
RAMIREZ, ELIZABETH	12-MAY-2012	11-JUN-2012		OTHER (DESCRIBE)	submitting summary report digest for approval	14-MAY-2012	PIONKE, JOSEPH	15-MAY-2012	ok
RAMIREZ, ELIZABETH	12-APR-2012	12-MAY-2012		OTHER (DESCRIBE)	sending notification to accused	16-APR-2012	PIONKE, JOSEPH	16-APR-2012	ok

Current Allegations

Accused Name	Seq. No.	Allegation	Category	Subcategory	Finding
CATO, ERIC	1	It is alleged by the Complainant Sergeant Wanda TORRES #1507, Assigned Unit 167 Evidence and Recovered Property; on 09 March 2012, at approximately 0730hours, while conducting an audit of money it was discovered that Inventory # [REDACTED] was short \$100.00USC of the declared amount of \$9,685.00USC. The actual counted amount was \$9,585.00USC.	012 GROUP 12 - SUPERVISORY RESPONSIBILITIES	MISCELLANEOUS	SUSTAINED

Situations (Allegation Details)

Accused Name	Alleg. No.	Situation	Victim/Offender Armed?	Weapon Types	Weapon Other	Weapon Recovered?	Deceased?
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Status History

Resulting Status	Status Date/Time	Created By	Position	UOA / UOD	Comments
CLOSED/FINAL	27-JUL-2015 01:23	O CONNOR, DANIEL	SERGEANT OF POLICE	121 /	
PENDING IMPLEMENT ACTION	09-JAN-2014 08:33	HIXSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW AFTER SUPERINTENDENT DECISION	07-JAN-2014 05:04	MINIOTIS, CONSTANTINE	SUPT'S CHIEF OF STAFF	111 /	
PENDING SUPERINTENDENT DECISION	07-AUG-2012 09:33	HIXSON, BRIGID	POLICE OFFICER	121 /	
PENDING ACCUSED APPEAL	06-AUG-2012 05:55	RIVERA, JUAN	CHIEF	121 /	
PENDING ASSISTANT DEPUTY SUPERINTENDENT REVIEW	01-AUG-2012 05:11	MAHONEY, DANIEL	PO LEGAL OFF 2	121 /	

Status History

Resulting Status	Status Date/Time	Created By	Position	UOA / UOD	Comments
PENDING ADVOCATE SECOND REVIEW	01-AUG-2012 08:44	HIXSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW AFTER COMMAND CHANNEL (I.A.D.)	27-JUL-2012 10:57	WYSINGER, ALFONZA	FIRST DEPUTY SUPT.	140 /	
PENDING COMMAND CHANNEL REVIEW	03-JUL-2012 04:20	ROTI, NICHOLAS	CHIEF	188 /	
PENDING COMMAND CHANNEL REVIEW	26-JUN-2012 03:29	CALLOWAY, KEITH	DEP CHIEF	188 /	
PENDING COMMAND CHANNEL REVIEW	19-JUN-2012 10:41	O GRADY, JAMES	COMMANDER	189 /	
PENDING COMMAND CHANNEL REVIEW	25-MAY-2012 07:08	ROWAN, JAMES	SERGEANT OF POLICE	121 /	
PENDING ADVOCATE REVIEW	24-MAY-2012 11:19	HIXSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW INCIDENT (I.A.D./DISTRICT USE)	23-MAY-2012 08:36	PIONKE, JOSEPH	SERGEANT OF POLICE	121 /	
PENDING LIEUTENANT REVIEW	23-MAY-2012 08:36	PIONKE, JOSEPH	SERGEANT OF POLICE	121 /	
PENDING INVESTIGATIVE REVIEW	22-MAY-2012 01:40	RAMIREZ, ELIZABETH	POLICE OFFICER	121 /	
PENDING INVESTIGATION	13-MAR-2012 01:58	SOLIS, MARCELLA	SERGEANT OF POLICE	121 /	
PENDING ASSIGN INVESTIGATOR	13-MAR-2012 12:11	CLARK, SUSAN	LIEUTENANT OF POLICE	121 /	 Type Changed from INFO to CR on 13-MAR-2012 12:11 by CLARK, SUSAN
PENDING APPROVE TEAM	12-MAR-2012 12:28	WATSON, JOHN	POLICE OFFICER	121 /	
PENDING ASSIGN TEAM	12-MAR-2012 09:04	ROBERTS, GEORGE	SUPERVISING INVESTIGATOR	113 /	
PENDING SUPERVISOR REVIEW	12-MAR-2012 08:59	TOPPINS, YOLANDA	INTAKE AIDE	113 /	
PRELIMINARY	09-MAR-2012 09:04	TOPPINS, YOLANDA	INTAKE AIDE	113 /	

Attachments

No.	Type	Related Person	No. of Pages	Narrative	Original in File	Entered By	Entered Date/Time	Status	Approve Content	Approve Inclusion
1	INVESTIGATION					RAMIREZ, ELIZABETH	15-MAR-2012 10:14			
1	FACE SHEET					TOPPINS, YOLANDA	09-MAR-2012 09:04			
2	CONFLICT CERTIFICATION					RAMIREZ, ELIZABETH	15-MAR-2012 10:14			
3	DOCUMENTS - INVESTIGATION		1		Y	RAMIREZ, ELIZABETH	14-MAY-2012 01:56	APPROVED		
4	DOCUMENTS - INTAKE INCIDENT		2	Sergeant Torres #1507	N	TOPPINS, YOLANDA	12-MAR-2012 08:59	APPROVED		
5	DOCUMENTS - INVESTIGATION		2	Inventory [REDACTED]	N	RAMIREZ, ELIZABETH	21-MAR-2012 06:19	APPROVED		
6	DOCUMENTS - INVESTIGATION		2	e-Track chain of custody sheet	N	RAMIREZ, ELIZABETH	21-MAR-2012 06:22	APPROVED		
7	DOCUMENTS - INVESTIGATION		1	identification of witness report	Y	RAMIREZ, ELIZABETH	21-MAR-2012 06:23	APPROVED		
9	DOCUMENTS - INVESTIGATION		1	P.O. Palka #11674 to from	Y	RAMIREZ, ELIZABETH	14-MAY-2012 01:59	APPROVED		
10	DOCUMENTS - INVESTIGATION		1	Sgt Torres #1507 to from	Y	RAMIREZ, ELIZABETH	17-MAY-2012 01:15	APPROVED		
11	DOCUMENTS - INVESTIGATION		13	Special Order S07-01-02 Phase 2- eTrack Inventory	Y	RAMIREZ, ELIZABETH	14-MAY-2012 02:22	APPROVED		
12	DOCUMENTS - INVESTIGATION		1	Rules and Regulation Excerpt Rule 10	N	RAMIREZ, ELIZABETH	16-MAY-2012 02:01	APPROVED		
13	ACCUSED NOTIFICATION OF ALLEGATIONS	ACCUSED - CATO, ERIC				RAMIREZ, ELIZABETH	16-APR-2012 12:03	PENDING ACCUSED REPORT		
14	DOCUMENTS - INVESTIGATION		1	Sgt Cato #1321	Y	RAMIREZ, ELIZABETH	14-MAY-2012 02:00	APPROVED		
15	DOCUMENTS - INVESTIGATION		1	Sgt Cato #1321	Y	RAMIREZ, ELIZABETH	17-MAY-2012 01:35	APPROVED		
16	DOCUMENTS - INVESTIGATION		1	Sgt Cato #1321	Y	RAMIREZ, ELIZABETH	17-MAY-2012 01:36	APPROVED		
	DOCUMENTS - INVESTIGATION		6	closing packet	Y	RAMIREZ, ELIZABETH	22-MAY-2012 01:31	APPROVED		

Review Incident

Review Type	Accused/Involved Member Name	Result Type	Reviewed By	Position	Unit	Review Date	Remarks
ASSISTANT DEPUTY SUPERINTENDENT REVIEW	CATO, ERIC	SUBMITTED	RIVERA, JUAN	CHIEF	121	06-AUG-2012 05:55	

Review Incident

Review Type	Accused/Involved Member Name	Result Type	Reviewed By	Position	Unit	Review Date	Remarks
ASSISTANT ADVOCATE REVIEW	CATO, ERIC	SUBMITTED	HIXSON, BRIGID	POLICE OFFICER	121	01-AUG-2012 08:44	All levels of CCR did not concur with the penalty and believe a Violation Noted is sufficient in this matter. CCR
ASSISTANT ADVOCATE REVIEW		SUBMITTED	HIXSON, BRIGID	POLICE OFFICER	121	24-MAY-2012 11:19	
LIEUTENANT REVIEW		SUBMITTED	PIONKE, JOSEPH	SERGEANT OF POLICE	022	23-MAY-2012 08:36	
SERGEANT REVIEW		SUBMITTED	PIONKE, JOSEPH	SERGEANT OF POLICE	022	23-MAY-2012 08:36	

Review Accused

Review Type	Accused/Involved Member Name	Result Type	Reviewed By	Position	Unit	Review Date	Remarks
ADVOCATE OFFICE CLOSING STEPS	CATO, ERIC	SUBMITTED	HIXSON, BRIGID	POLICE OFFICER	121	09-JAN-2014 11:59	Close to Records
REVIEW AFTER SUPERINTENDENT DECISION	CATO, ERIC	SUBMITTED	HIXSON, BRIGID	POLICE OFFICER	121	09-JAN-2014 08:33	
SUPERINTENDENT DECISION	CATO, ERIC	SUBMITTED	MINIOTIS, CONSTANTINE	SUPT'S CHIEF OF STAFF	111	07-JAN-2014 05:04	At the direction of the Superintendent
ADVOCATE OFFICE ACCUSED REVIEW	CATO, ERIC	SUBMITTED	HIXSON, BRIGID	POLICE OFFICER	121	07-AUG-2012 09:33	
ADVOCATE REVIEW	CATO, ERIC	SUBMITTED	MAHONEY, DANIEL	PO LEGAL OFF 2	121	01-AUG-2012 05:11	DNC by CCR
COMMAND CHANNEL REVIEW	CATO, ERIC	SUBMITTED - DO NOT CONCUR	WYSINGER, ALFONZA	FIRST DEPUTY SUPT.	140	27-JUL-2012 10:57	
COMMAND CHANNEL REVIEW	CATO, ERIC	SUBMITTED - DO NOT CONCUR	ROTI, NICHOLAS	CHIEF	188	03-JUL-2012 04:20	
COMMAND CHANNEL REVIEW	CATO, ERIC	SUBMITTED - DO NOT CONCUR	CALLOWAY, KEITH	LIEUTENANT OF POLICE	121	26-JUN-2012 03:29	After reviewing this investigation in its entirety, and after also reviewing the complimentary and disciplinary history of the accused, it is the opinion of this reviewer the appropriate penalty for this occurrence is violation noted, no disciplinary action required.
COMMAND CHANNEL REVIEW	CATO, ERIC	SUBMITTED - DO NOT CONCUR	O GRADY, JAMES	COMMANDER	011	19-JUN-2012 10:41	
ADVOCATE REVIEW	CATO, ERIC	SUBMITTED	ROWAN, JAMES	SERGEANT OF POLICE	121	25-MAY-2012 07:08	

Accused Finding History

Accused	Allegation	Reviewed By	Reviewed Date/Time	CCR?	Concur?	Finding	Finding Comments
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	MINIOTIS, CONSTANTINE	07-JAN-2014 05:04			SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	RIVERA, JUAN	06-AUG-2012 05:55		Y	SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	WYSINGER, ALFONZA	27-JUL-2012 10:57	Y	Y	SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	ROTI, NICHOLAS	03-JUL-2012 04:20	Y	Y	SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	CALLOWAY, KEITH	26-JUN-2012 03:29	Y	Y	SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	O GRADY, JAMES	19-JUN-2012 10:41	Y	Y	SUSTAINED	
CATO, ERIC	1. It is alleged by the Complainant Sergeant Wanda TORRES #1507...	RAMIREZ, ELIZABETH	22-MAY-2012 01:40			SUSTAINED	

Accused Penalty History

Accused	Reviewed By	Reviewed Date/Time	CCR?	Concur?	Penalty	Penalty Comments
CATO, ERIC	MINIOTIS, CONSTANTINE	07-JAN-2014 05:04			REPRIMAND	
CATO, ERIC	RIVERA, JUAN	06-AUG-2012 05:55		Y	REPRIMAND	
CATO, ERIC	WYSINGER, ALFONZA	27-JUL-2012 10:57	Y	N	VIOLATION NOTED	As the previous exempt reviewers stated this appears to be a case of human error. With this quantity of USC it is conceivable that the difference, in the resulting amount of currency, was a simple oversight. This type of infraction does not warrant corrective discipline.

Accused Penalty History

Accused	Reviewed By	Reviewed Date/Time	CCR?	Concur?	Penalty	Penalty Comments
CATO, ERIC	ROTI, NICHOLAS	03-JUL-2012 04:20	Y	N	VIOLATION NOTED	The accused deals with money and narcotics seizures on a daily basis, a minor unintentional human error is bound to occur at some point. This is not a situation where corrective discipline is warranted. Thus a penalty of Violation Noted is recommended.
CATO, ERIC	CALLOWAY, KEITH	26-JUN-2012 03:29	Y	N	VIOLATION NOTED	After reviewing this investigation in its entirety, and after also reviewing the complimentary and disciplinary history of the accused, it is the opinion of this reviewer the appropriate penalty for this occurrence is violation noted, no disciplinary action required.
CATO, ERIC	O GRADY, JAMES	19-JUN-2012 10:41	Y	N	VIOLATION NOTED	The undersigned feels that the the above penalty would be sufficient to address the infraction
CATO, ERIC	PIONKE, JOSEPH	23-MAY-2012 08:36			REPRIMAND	

Findings

Accused Name	Allegations	Category	Concur?	Findings	Comments
CATO, ERIC	It is alleged by the Complainant Sergeant Wanda TORRES #1507, Assigned Unit 167 Evidence and Recovered Property; on 09 March 2012, at approximately 0730hours, while conducting an audit of money it was discovered that Inventory [REDACTED] was short \$100.00USC of the declared amount of \$9,685.00USC. The actual counted amount was \$9,585.00USC.	012 GROUP 12 - SUPERVISORY RESPONSIBILITIES		SUSTAINED	

FACE SHEET (Notification Date: 09-MAR-2012) - LOG #1052444

TYPE: CR

Reporting Party Information

	Role	Name	Star No.	Emp No.	UOA / UOD	Position	Sex	Race	Address	Phone
CPD Employee	Reporting Party Victim	TORRES, WANDA I	1507		166 / 167	SERGEANT OF POLICE	F	S		

Incident Information

Incident From Date/Time	Address of Incident	Beat	Dist. Of Occurrence	Location Code	Location Description
09-MAR-2012 07:30 - 09-MAR-2012 08:15	3340 W FILLMORE ST, CHICAGO, IL 60624	1134	011	280 - POLICE FACILITY/VEH PARKING LOT	

Accused Members

	Role	Name	Star No.	Emp No.	UOA / UOD	Position	Status	Initial / Intake Allegation
CPD Employee	Accused	UTRERAS, EDWIN	19901		189 /	POLICE OFFICER	ON Duty	It is reported that the inventory was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)
CPD Employee	Accused	CATO, ERIC			189 /	SERGEANT OF POLICE	OFF Duty	It is reported that the inventory was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)
CPD Employee	Accused	NORWAY, RONALD			189 /	POLICE OFFICER	OFF Duty	It is reported that the inventory was \$100.00 shortage from the declared inventory amount(\$9685.00. The inventory amount was listed as \$9685.00 on the evidence property envelope. However, after counting the money three times through the counting machine and 2 times by hand the ending total (9585.00)

Incident Details

CR Required?		Manner Incident Received?	PAX
Confidential?		Biased Language?	N
Extraordinary Occurrence?	N	Bias Based Profiling?	N
Police Shooting (U)?	N		
Motor Vehicle (V)?		Alcohol Related?	N
Non Disciplinary Intervention:	N	Pursuit Related?	N
Initial Assignment:	IAD	Violence in Workplace?	N
Notify IAD Immediately?	N	Domestic Violence?	N
EEO Complaint No.:			
Civil Suit No.:		Notify Chief?	
Notify Chief Administrator?	N	Notification Does Not Apply?	Y
Notify Coordinator?			
Notification Other?	N		

Initial Incident Category List

Initial Incident Category	Primary?
10V - GROUP 10 - OPERATION/PERSONNEL VIOLATIONS (ON DUTY) INVENTORY PROCEDURES	Y
10V - GROUP 10 - OPERATION/PERSONNEL VIOLATIONS (ON DUTY) INVENTORY PROCEDURES	Y

Assignment History

Assignment History

Assigned To	Assigned Team	Investigator	Assignment Date/Time	Assigned By	Reason
IAD	GENERAL INVESTIGATION SECTION	RAMIREZ, ELIZABETH (PRIMARY INV)	13-MAR-2012 13:58	SOLIS, MARCELLA	
IAD	GENERAL INVESTIGATION SECTION	PIONKE, JOSEPH (SUPERVISOR)	13-MAR-2012 13:58	SOLIS, MARCELLA	
IAD	GENERAL INVESTIGATION SECTION	-	12-MAR-2012 12:28	WATSON, JOHN	
IAD	INTERNAL AFFAIRS DIVISION	-	09-MAR-2012 09:04	TOPPINS, YOLANDA	

Status History

Resulting Status	Status Date/Time	Created By	Position	UOA / UOD	Comments
CLOSED/FINAL	27-JUL-2015 01:23	O CONNOR, DANIEL	SERGEANT OF POLICE	121 /	
PENDING IMPLEMENT ACTION	09-JAN-2014 08:33	HIKSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW AFTER SUPERINTENDENT DECISION	07-JAN-2014 05:04	MINIOTIS, CONSTANTINE	SUPT'S CHIEF OF STAFF	111 /	
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PENDING ACCUSED APPEAL	06-AUG-2012 05:55	RIVERA, JUAN	CHIEF	121 /	
PENDING ASSISTANT DEPUTY SUPERINTENDENT REVIEW	01-AUG-2012 05:11	MAHONEY, DANIEL	PO LEGAL OFF 2	121 /	
PENDING ADVOCATE SECOND REVIEW	01-AUG-2012 08:44	HIKSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW AFTER COMMAND CHANNEL (I.A.D.)	27-JUL-2012 10:57	WYSINGER, ALFONZA	FIRST DEPUTY SUPT.	140 /	
PENDING COMMAND CHANNEL REVIEW	03-JUL-2012 04:20	ROTI, NICHOLAS	CHIEF	188 /	
PENDING COMMAND CHANNEL REVIEW	26-JUN-2012 03:29	CALLOWAY, KEITH	DEP CHIEF	188 /	
PENDING COMMAND CHANNEL REVIEW	19-JUN-2012 10:41	O GRADY, JAMES	COMMANDER	189 /	
PENDING COMMAND CHANNEL REVIEW	25-MAY-2012 07:08	ROWAN, JAMES	SERGEANT OF POLICE	121 /	
PENDING ADVOCATE REVIEW	24-MAY-2012 11:19	HIKSON, BRIGID	POLICE OFFICER	121 /	
PENDING REVIEW INCIDENT (I.A.D./DISTRICT USE)	23-MAY-2012 08:36	PIONKE, JOSEPH	SERGEANT OF POLICE	121 /	
PENDING LIEUTENANT REVIEW	23-MAY-2012 08:36	PIONKE, JOSEPH	SERGEANT OF POLICE	121 /	
PENDING INVESTIGATIVE REVIEW	22-MAY-2012 01:40	RAMIREZ, ELIZABETH	POLICE OFFICER	121 /	
PENDING INVESTIGATION	13-MAR-2012 01:58	SOLIS, MARCELLA	SERGEANT OF POLICE	121 /	
PENDING ASSIGN INVESTIGATOR	13-MAR-2012 12:11	CLARK, SUSAN	LIEUTENANT OF POLICE	121 /	 Type Changed from INFO to CR on 13-MAR-2012 12:11 by CLARK, SUSAN
PENDING APPROVE TEAM	12-MAR-2012 12:28	WATSON, JOHN	POLICE OFFICER	121 /	
PENDING ASSIGN TEAM	12-MAR-2012 09:04	ROBERTS, GEORGE	SUPERVISING INVESTIGATOR	113 /	
PENDING SUPERVISOR REVIEW	12-MAR-2012 08:59	TOPPINS, YOLANDA	INTAKE AIDE	113 /	
PRELIMINARY	09-MAR-2012 09:04	TOPPINS, YOLANDA	INTAKE AIDE	113 /	

SWORN AFFIDAVIT FOR COMPLAINT LOG INVESTIGATION
CHICAGO POLICE DEPARTMENT

STATE OF ILLINOIS)
)
COUNTY OF COOK) CC
)

Location of Incident	Date	Time
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Summary of Statement(s):

I, _____ hereby state as follows:

1. I have read the above summary and/or attached statement(s) in its entirety, reviewed it for accuracy and been given an opportunity to make corrections and additions to the statement(s).
2. Under penalties as provided by law pursuant to 735 ILCS 5/1-109, I certify that the information set forth in the statement(s) above and/or attached summary are true and correct, except as to any matters therein stated to be on information and belief as to such matters, I certify as aforesaid that I verily believe the same to be true.

Print Affiant's Name

Print Witness' Name

Affiant's Signature

Witness' Signature

Date

Date

Bureau of Administration
Evidence and Recovered Property Section

09 March 2012

TO: Brigid Forlenza #49
Captain
Evidence and Recovered Property Section

FROM: Wanda Torres #1507
Sergeant
Evidence and Recovered Property Section

SUBJECT: Money Shortage – Inventory # [REDACTED]

LOG NUMBER: 1052444

DATE & TIME: 05 March 2012, 1623 hours

LOCATION: Unit 189
Narcotics and Gang Investigations
[REDACTED]

WITNESS: Police Officer Charles Palka #11674
Assigned to Unit 167

Police Officer Christopher Taliaferro #14979
Assigned to Unit 121

Sergeant Christopher Pettis #1184
Assigned to Unit 121

ACCUSED: Police Officer Edwin R. Utreras #19901
Assigned to Unit 189

Police Officer Ronald R. Norway #6797
Assigned to Unit 189

Sergeant Eric D. Cato #1321
Assigned to Unit 189

RD NUMBER: [REDACTED]

ALLEGATION: It is alleged that on 05 March 2012, at approximately 1623 hours
P.O. Edwin Utreras #19901 and P.O. Ronald Norway #6797,

Evidence and Recovered Property Section

Page 2 of 2

SUBJECT: Money Shortage – Inventory [REDACTED] Continued

assigned to Unit 189 failed to correctly inventory money as reported under RD [REDACTED] Inventory [REDACTED]. It is further alleged that Sgt. Eric Cato #1321, assigned to Unit 189 failed to ensure that said Inventory [REDACTED] was correctly inventoried with the proper amount.

IN SUMMARY: On 09 March 2012, at approximately 0730 hours, while conducting an audit of money Inventory # [REDACTED], Officer C. Palka discovered that said inventory was short \$100.00 USC from the declared inventory amount \$9685.00. The inventory amount was listed as \$9685.00, the evidence property envelope ([REDACTED]) indicated it contained \$9685.00 (See Attached). The R/Sgt counted said money 3 times through the counting machine and 2 times by hand with ending totals of \$9585.00 every single time. Actual counted money was \$9585.00 USC. Log number obtained from Civilian Toppins #33215 of the Independent Police Review Authority at 0852 hours.

 #1507
Wanda Torres #1507
Evidence and Recovered Property Section

APPROVED:

Beatrice V. Cuello
Deputy Chief
Bureau of Administration

Marvin J. Shear
Chief
Bureau of Administration

Brigid Forlenza #49
Captain
Evidence and Recovered Property Section

PROPERTY INVENTORY - NO.
CHICAGO POLICE DEPARTMENT
CPD-34.523 (REV 10/09)

INV NO

PKG
NO.

UNIT
189

INVENTORY NO.

DATE RECOVERED

05-MAR-2012

RD

RE-INVENTORY OF

ITEM ID QUANTITY

DESCRIPTION OF PROPERTY

1

MONEY (USC) . BUNDLE OF USC

\$9,685.00

MY SIGNATURE HEREON ACKNOWLEDGES
RECEIVING ALL PROPERTY DESCRIBED
IN THIS INVENTORY

RECIPIENTS SIGNATURE
X

ADDRESS - STREET

CITY STATE ZIP

COMMENTS: Money recovered from a search warrant

\$ DEPOSITED AMT

\$ INVENTORY AMT

9,685 00

DATE RECEIVED

Court Date

Court Branch

EVIDENCE & RECOVERED PROPERTY SECTION USE ONLY

OFFICER'S SIGNATURE - STAR - UNIT
X

WATCH COMDR.'S APPROVAL SIGNATURE
(EXEMPT RANK REQUIRED FOR FIREARMS)
X

CURRENCY: RECOVERED FROM A SEARC WARRANT NARCOTICS SEIZURE TO BE DEPOSITED

COURT ORDER - DISPOSAL INSTRUCTIONS

IUCR: 2022 NARCOTICS POSS: COCAINE

STATE CHARGES.

CHARGE TYPE.

INCHOATE

RECOVERED/SEIZED FROM - NAME

AT

BEAT OF RECOVERY
1421

☐ DECEASED ☐ ARRESTED

OWNER'S NAME

ADDRESS

TELEPHONE NO

JUDGE

CT BR.

FOUND BY - NAME UTRERAS, EDWIN Star: 19901

ADDRESS

TELEPHONE NO

☒ CHECK IF
CPD

OFFICER'S SIGNATURE - STAR UNIT
X

C
H
E
C
K

O
N
E

☒ HOLD FOR INVESTIGATION
AND/OR EVIDENCE INVESTIGATING OFFICER -
UTRERAS, EDWIN
(IF NOT NEEDED FOR INVESTGATION/EVIDENCE, LEAVE BLANK)

STAR NO
19901

UNIT
189

1st OFFICER'S NAME
UTRERAS, EDWIN

STAR NO
19901

E. & R P S USE ONLY

PROPERTY AVAILABLE FOR RETURN TO
OWNER

SIGNATURE
Electronic Approval

UNIT
189

TO BE DISPOSED OF BY CUSTODIAN (NOT TO BE RETURNED)
(THIS APPLIES IF PROPERTY IS NOT EVIDENCE, NOT RETURNABLE AND/OR OWNER IS UNKNOWN)

2nd OFFICER'S NAME
NORWAY, RONALD

STAR NO.
6797

SIGNATURE
Electronic Approval

UNIT
189

INITIAL DESTINATION OF PROPERTY
ERPS

VIA POLICE MAIL ☒ RECOVERING UNIT PERSONNEL APPROVING DESK SERGEANT
E & RPS PICKUP EVID /LAB TECHNICIAN CATO, ERIC

STAR NO
1321

DATE TIME
05-MAR-2012 16:23

Created by

COPY 1 - KEEP WITH PROPERTY

Printed by 15-MAR-2012 12 24

CPD 0068352

Journal Pre-proof

[illegible]

**INDICTMENT
OR DOCKET
NO.**


[eTrack Home](#) | [Print](#) | [Logout](#) | [Help](#)

Home » eTrack » Chain of Custody Report

 Inventory No.: [REDACTED]
 Status: **ADJUSTED**
Date Recovered: **05-MAR-2012**Incident No.: **RD - [REDACTED]**

Unit of Inventory: [REDACTED]

Date Recovered: 05-MAR-2012

Investigating Officer: UTRERAS, EDWIN

Approving Desk Sergeant: CATO, ERIC

Comments: Money recovered from a search warrant

Unit of Inventory: 189 - NARCOTIC SECTION Re-Inventory of:

Star No: 19901

1st Officer: UTRERAS, EDWIN

Star No: 1321

2nd Officer: NORWAY, RONAL

Inventoried Items

Item No	Inventory Type	Quantity	Description	Serial No
[REDACTED]	MONEY (USC)	1	BUNDLE OF USC	
[REDACTED]	MONEY (USC)	1	DURING MONEY COUNT IT WAS DETERMINED THAT INVENTORY IS SHORT BY \$100.00 FROM STATED AMOUNT.	

eTrack Chain of Custody

Item No	Date	Time	Transaction	Facility Name	Emp. No.	Star No.
[REDACTED]	09-MAR-12	07:42:14	MONEY WORKSHEET ITEM ADJUSTED BY	167 : LERMA, FALSINO	[REDACTED]	1461
[REDACTED]	09-MAR-12	06:17:03	ONE PARTY RELOCATE	167 : PALKA, CHARLES	[REDACTED]	11674
[REDACTED]	07-MAR-12	08:58:38	ONE PARTY RELOCATE	167 : PALKA, CHARLES	[REDACTED]	11674
[REDACTED]	07-MAR-12	08:51:43	TWO PARTY ACCEPT	167 : PALKA, CHARLES	[REDACTED]	11674
[REDACTED]	07-MAR-12	08:50:54	TWO PARTY CREATE	: PALKA, CHARLES	[REDACTED]	11674
[REDACTED]	05-MAR-12	16:55:22	ONE PARTY RELOCATE	167 : GERMAK, LUBA	[REDACTED]	16529
[REDACTED]	05-MAR-12	16:54:54	MANIFEST RECEIVER	167 : GERMAK, LUBA	[REDACTED]	16529
[REDACTED]	05-MAR-12	16:23:17	MANIFEST APPROVER	: CATO, ERIC	[REDACTED]	1321
[REDACTED]	05-MAR-12	16:23:16	MANIFEST CREATOR	189 : UTRERAS, EDWIN	[REDACTED]	19901
[REDACTED]	05-MAR-12	16:23:16	MANIFEST SUBMITTER	189 : UTRERAS, EDWIN	[REDACTED]	19901

05-MAR-12 16:23:08 APPROVING DESK SERGEANT	189 :	CATO, ERIC	1321
05-MAR-12 16:23:08 HOLD CREATOR	189 :	UTRERAS, EDWIN	19901
05-MAR-12 16:20:28 INVENTORY SUBMITTER	189 :	NORWAY, RONALD	6797
05-MAR-12 16:19:41 RETURNING DESK SERGEANT	189 :	CATO, ERIC	1321
05-MAR-12 16:17:21 INVENTORY SUBMITTER	189 :	NORWAY, RONALD	6797
05-MAR-12 16:17:20 INVENTORY CREATOR	189 :	NORWAY, RONALD	6797
09-MAR-12 07:56:15 MONEY MANIFEST CREATOR	167 :	LERMA, FALSINO	1461
09-MAR-12 07:56:15 MONEY MANIFEST SUBMITTER	167 :	LERMA, FALSINO	1461
09-MAR-12 07:42:14 HOLD CREATOR	167 :	UTRERAS, EDWIN	19901
09-MAR-12 07:42:13 MONEY WORKSHEET ITEM CREATED BY	167 :	LERMA, FALSINO	1461

Certs Chain of Custody

No data found...

User [REDACTED]
Module 10433 \$Revision: 1.2 \$

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BUREAU OF INTERNAL AFFAIRS
Investigations Division
General Investigations Section

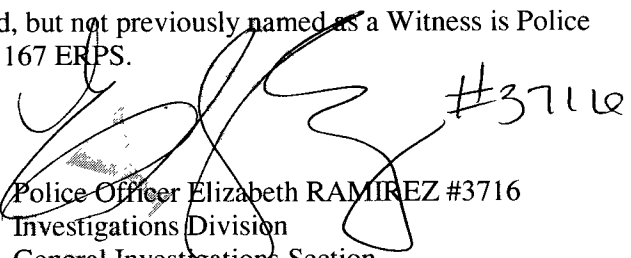
20 MARCH 2012

TO: Commanding Officer
Investigations Division
General Investigations Section

FROM: Police Officer Elizabeth RAMIREZ #3716
Investigations Division
General Investigations Section

SUBJECT: Identification of Additional Department Witnesses CL #1050341

The undersigned has reviewed the related paperwork, namely the e-Track Chain of Custody for Inventory # [REDACTED] and has determined that Police Officer Edwin R. UTRERAS #19901 and Police Officer Ronald R. NORWAY #6797 are not Accused officers for the purpose of this investigation. Also identified, but not previously named as a Witness is Police Officer Charles PALKA #11674 Assigned Unit 167 ERPS.

 #3716
Police Officer Elizabeth RAMIREZ #3716
Investigations Division
General Investigations Section

BUREAU OF ADMINISTRATION
Evidence and Recovered Property Section
Unit 167

12 March 2012

To: Brigid Forlenza #49
Executive Officer
Unit 167

From: P.O. Charles Palka #11674

Subject: CR# 1052444

1. On 9 March 2012 at 0730 Hrs. while during an integrity check by Sgt. Pettis #1184 and P.O. Taliaferro #14979 of IAD and with Sgt Torres #1507 of Unit 167 in the Financial Vault R/O opened Inventory # [REDACTED] money envelope and placed money in money counting machine. The counting machine counted \$9585.00. The envelope and the Inventory sheet revealed that the \$ amount should be \$9685.00. R/O placed the money in the counting machine again and the results were the same. R/O stated that the count was \$100.00 short and counted the money for a third time with the same results. R/O then moved the money over to Sgt. Torres who placed the money in a second machine and also counted the money three times and confirmed the same results. Sgt. Torres also hand counted the money twice and the results were the same. Sgt. Torres made notifications.
2. The envelope that contained the money showed no signs of being tampered with. R/O had no further contact with the money.

P.O. Charles Palka #11674
P.O. Charles Palka #11674

**Bureau of Administration
Evidence and Recovered Property Section**

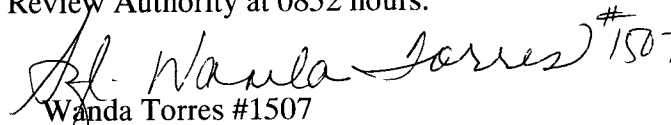
22 March 2012

TO: Captain Brigid C. Forlenza #49
Executive Officer
Evidence and Recovered Property Section

FROM: Wanda Torres #1507
Sergeant
Evidence and Recovered Property Section

SUBJECT: Log # 1052444

IN SUMMARY: On 09 March 2012, at approximately 0730 hours, while conducting an audit of money Inventory [REDACTED], Officer C. Palka discovered that said inventory was short \$100.00 USC from the declared inventory amount \$9685.00. The inventory amount was listed as \$9685.00, the evidence property envelope [REDACTED] indicated it contained \$9685.00. The R/Sgt counted said money 3 times through the counting machine and 2 times by hand with ending totals of \$9585.00 every single time. Actual counted money was \$9585.00 USC. Log number obtained from Civilian Toppins #33215 of the Independent Police Review Authority at 0852 hours.

 #1507

Wanda Torres #1507

Sergeant

Evidence and Recovered Property Section

APPROVED:

Captain Brigid C. Forlenza #49
Executive Officer
Evidence and Recovered Property Section

**PHASE 2 – ETRACK INVENTORY SYSTEM FOR PROPERTY TAKEN INTO CUSTODY**

ISSUE DATE:	13 May 2011	EFFECTIVE DATE:	13 May 2011
RESCINDS:	Version dated 28 February 2003; D03-09		
INDEX CATEGORY:	Processing Property		

I. PURPOSE

This directive:

- A. introduces Phase 2 of eTrack, the Department's computer application for inventorying evidence and other property taken into Department custody.
- B. establishes responsibilities and procedures for the entry and approval of information into the eTrack system.
- C. establishes procedures for the transfer of inventoried property from the unit of inventory to its next location.

II. SCOPE OF THE COMPUTER APPLICATION

All inventories at a district or unit will be generated using the eTrack system, no matter the unit of assignment of the inventorying member. Only in the event of an eTrack system failure or other exception, as noted in Item XII, will any member use the Property Inventory book formset [REDACTED] to record the inventory of property or evidence.

III. GENERAL INFORMATION

- A. The eTrack inventory system is a web-based computer application designed to provide for the real-time entry of evidence and other inventoried property into a database to be accessed from any Department computer. Ultimately, it will allow for the easy duplication of data entry for items having shared attributes, the ability to relate inventories created by several persons at different times to the same incident, and provide an interface with the Illinois State Police Crime Lab in order to view the results of forensic testing. Members will also be able to query by district or unit to identify what property has been inventoried.
- B. eTrack will be "package-driven," meaning that whatever property can be appropriately grouped and packaged inside a sealed package will constitute an inventory. With only a few exceptions, all property taken into Department control will be sent to its destination in a SEALED (heat-sealed or self-sealing) PLASTIC BAG. This rule will apply to all non-bulk evidence or property, including inventories of US currency and jewelry, with the following exceptions:
 - 1. Evidence technicians inventorying evidence which requires testing for blood, DNA, or fingerprints will package that evidence in paper or other packaging as appropriate. Department members inventorying this type of evidence will contact the Forensic Services Section for directions for packaging.
 - 2. Recovered firearms will continue to be packaged in Firearms Evidence Envelopes (CPD-33.404).
 - 3. Fireworks will be packaged in paper or plastic bags secured by staples or tape. Do not heat-seal a package containing fireworks. Upon notification, Bomb and Arson Section personnel will take possession of the inventoried fireworks for disposal. Suspect bombs and explosives will be handled, inventoried, transported, and disposed of by Bomb and Arson Section personnel only.

4. Evidence which must be placed in other containers (i.e., vials, boxes) will be packaged by placing the container inside a plastic bag and sealing it.
 5. For bulk items, the inventorying member will complete the eTrack process and attach the printed inventory sheet(s) to the item(s) in a secure manner.
 6. Bulk seizures of narcotics may be packaged in plastic totes and sealed by the use of numbered Forensic Services Section tags.
- C. All inventories which are improperly packaged (i.e., wrong packaging type, not sealed) WILL NOT BE ACCEPTED for transport by couriers assigned to the Police Document Services Section. In addition, inventories which do not have a validated incident number cannot be manifested and therefore, cannot be transported from the unit of inventory until the incident number is validated.
 - D. The previous classification action of "Property Owner Notified" is changed to "Property Owner Pickup." This classification action will be used for all property inventoried in eTrack which is not subject to asset forfeiture, is not evidence, and there is an identified owner.
 - E. All money seized without a search warrant will not be inventoried as Hold for Investigation unless a justifiable and articulable reason exists for the hold described in eTrack (money held for potential forfeiture, narcotics and related monies, etc.), and the amount is:
 1. more than \$500, or
 2. \$500 or under and the rightful owner of the money cannot be determined.
 - F. The inventorying officer will generate a Notification / Personal Service form via eTrack and present the form to the arrestee / owner.
 - G. Absent a court order or a subsequent search warrant authorizing the hold, all inventoried money not held in original form or subject to forfeiture proceedings will be eligible for return after 30 days.

Item revised 13 May 2011.

IV. SCOPE OF PHASE 2

- A. eTrack will change the manner in which the inventorying member processes property taken into Department control and the manner in which a supervisor denotes approval. Members will process inventories directly into the computer database, and supervisors will indicate approval of inventories directly into the database. Only after approval will paper copies of the inventory be printed, and then only the specific copies as needed.
- B. ERPS and/or the Forensic Services Section will verify and match inventories which it receives with those created in the eTrack system. Likewise, districts or units can verify ERPS and/or the Forensic Services Section receipt of inventories by viewing the eTrack database. No paperwork will be returned to the unit of inventory to document the receipt of the property.
- C. All other aspects of the inventory of property will remain the same, unless specifically delineated otherwise in this directive.

V. INVENTORY PROCEDURES

- A. Commanding officers will ensure that all Property Inventory formset books are secured in locations accessible only to watch commanders. Members will use these books only in the event of a system unavailability or other exception, as described in Item XIII of this notice.
- B. The eTrack system will be used to record the receipt of all property except those designated in the Department directive entitled "**Inventory System For Property Taken Into Custody.**" The application will mimic the fields of information from the Property Inventory formset.
- C. Inventorying officers, unless relieved of the responsibility by investigating officers, will continue to designate the disposal of all property which they inventory by the procedures listed in the Department directive entitled "**Inventory System For Property Taken Into Custody.**"

D. The inventorying officer will:

1. take custody of the property, ensure its safekeeping, and transport the property to the appropriate police facility for entry into the eTrack system.

NOTE: Property which poses a biological hazard will be processed in accordance with the Department directive entitled "Communicable Diseases and Infection Control."

2. make all reasonable efforts to determine the identity of the rightful owner of all recovered or seized property at the time of recovery.
3. separate the property according to the following attributes:
 - a. time of recovery;
 - b. place of recovery;
 - c. classification as evidence or non-evidence;
 - d. destination, such as ERPS, Forensic Services, and the like;
 - e. manner obtained, such as by search warrant, seizure, or recovery;
 - f. owners or possessors;
 - g. narcotic evidence, monies, jewelry, and firearms will be inventoried separately, each on its own inventory;
 - h. only one bicycle per inventory.

NOTE: Members may contact ERPS at any hour for instructions on the inventory of perishable goods.

4. obtain appropriate packaging for the property, based on the size and number of items, the destination, and the requirements to separate property as identified in Item V-D-3. All property or evidence identified in one inventory must be packaged in the same container. Bulky items which cannot be packaged inside a sealed container may be inventoried without the sealed packaging for traditional bulk pick-up.
5. using a computer with access to the Department Intranet, enter the inventory into the eTrack system.
 - a. If the inventorying officer is not the recovering officer, the inventorying officer will ensure to enter the name of the recovering officer in the eTrack system.
 - b. Step-by-step instructions for the entry of data into eTrack can be found in the eTrack Users Guide or in the Help function built into the program.

NOTE: Members will take special care to enter the associated incident number correctly. Numerous problems can occur when an RD number is entered into eTrack incorrectly. In narcotics inventories, an incorrectly entered RD number will delay the submission of the evidence to the Illinois State Police Lab for analysis, thereby jeopardizing the State's Attorney's ability to obtain lab test results prior to the scheduled preliminary hearing. Members who inventory narcotics with incorrect incident numbers will be required to report to the Forensic Services Section to have the original inventory voided and a new inventory with the correct incident number created.

- c. Inventory of Arrestees' Personal Property
- (1) As outlined in the Department directive entitled "**Arrestees' Property Inventory Procedures**," the procedure of inventorying arrestee personal property on the Personal Property Receipt will continue. Other arrestee personal property which cannot be inventoried on the Personal Property Receipt, including money in an amount over \$500, will be inventoried in the eTrack system by the arresting officer prior to the arrestee being taken into the lockup. Property such as shoelaces, belts, and other items removed from an arrestee's possession solely for safety reasons while in a detention facility will be inventoried on the Personal Property Receipt by detention-facility personnel.
 - (2) Arrestee personal property which requires an eTrack inventory, except money, will be inventoried with the item type of "Prisoner Personal Property" and the classification action taken of "Property Owner Pickup." An arrestee's personal money in an amount over \$500 will be inventoried with the item type of "Money (USC)," the indication that it is to be deposited, and the classification action taken of "Property Owner Pickup."
- d. In eTrack, the unit of inventory indicates the physical location of the inventoried property. Usually, the unit where the inventory information is entered into eTrack and the unit where the inventoried property will be stored before being transported to ERPS is the same, and the system will make that assumption. The inventorying officers unit of assignment has no bearing on the unit of inventory. In instances where the inventoried property will be stored in a different unit than the one where the inventory is created, the inventorying officer will have to create a manifest after the inventory has been approved in order to physically move the inventoried package to another location for storage.

NOTE: Since the unit of inventory ties an inventory to a specific location, manifesting that inventory from any unit other than the one recorded in the unit of inventory field will not be possible and will prevent the inventory from being transported.

6. record the information requested on the outside of the package. The inventory number is located at the top of the eTrack page.

NOTE: The eTrack application assigns a number to each inventory upon that inventory's creation in the system. Therefore, multiple inventories for a single recovery may not be sequentially numbered.

7. after electronically submitting the inventory for approval, log off the system and take the unsealed packaging containing the property to the supervisor for approval. All inventories will be completed and submitted for approval by the member prior to the end of that tour of duty.
- a. Inventorying officers who intend to submit the inventoried package for storage in the same unit as that indicated in the unit of inventory field will submit the property to the desk sergeant or other supervisor who has been designated responsibility for inventoried property.
 - b. Inventorying officers who intend to submit the inventoried package for storage in a different unit than that indicated in the unit of inventory field will submit the property to a supervisor within their unit of assignment for approval. Once approved, the inventorying officer will log back into eTrack to create a manifest to document the movement of the package to the other location and submit the manifest to his or her supervisor for approval. Once the manifest is approved, the inventorying officer will present the inventory package to the desk sergeant or other appropriate supervisor in the unit where the package is to be stored. Unit personnel will not accept any

inventoried package which indicates a different unit of inventory unless there is an approved eTrack manifest for it.

NOTE: The manifest step must be completed in order to move an inventoried package from one location to another. For example, a detective who inventories currency in the Area 5 Detective Division and wants to relocate the package to the 025 desk for secured storage will submit the inventory to his or her Area 5 supervisor for approval, create a manifest, submit the manifest to the Area 5 supervisor for approval, then walk the package down to 025 where the desk sergeant will record the transfer electronically by receiving the manifest.

8. if the inventory is approved, sign in the signature box on the packaging, seal the package in the desk sergeants presence, and attach a printout of the inventory to the package in an appropriate manner. The inventorying member will provide for the safekeeping for the package as directed by the desk sergeant or by other Department directives. Once inventoried, the property will not be moved from the unit of inventory unless it is manifested as described in Items VIII or XI.
9. if the inventory has not been approved but has been returned to the inventorying member, log back into the system, make the necessary changes, and resubmit the inventory for approval.
- E. If the recovering officer is not the inventorying officer, the recovering officer will note the name of the inventorying officer in the narrative of the appropriate case report.
- F. Members do not need to specifically save an inventory if they are intending to submit it for supervisory approval immediately at the completion of the data entry. If a member needs to leave the computer and wishes to safeguard the entries, the member can save the partially completed inventory by clicking on the Save button and then logging off the system. Failure to log out of the eTrack system when leaving the computer can subject a members entries to the risk of tampering. Members are accountable for any data entered under their PC login number.
- G. Members can print copies of an inventory by clicking on the print button on the eTrack page. Inventories which are printed prior to supervisory approval will appear with the notation that they are in preliminary status only.
- H. To speed the process of entering information from multiple inventories, members can copy all information from one inventory to a new inventory by first either saving or submitting the first inventory, then clicking on View, then clicking on the copy button. This action will create a new inventory with all the same information as the one copied except for the inventory number and the property description and bring the user directly to page 2, where the new property information can be entered. This feature avoids repetitive data entry. Members will need to review the new inventory (click on Page 8" in eTrack) in order to determine if any other characteristics require changing before submitting the subsequent inventory.
- I. Department members inventorying property with a known owner / claimant will:
 1. select the language to be printed on the Notice to Property Owner or Claimant form.
 2. provide a copy of the Notice to Property Owner or Claimant to the owner / claimant.
- J. Department members inventorying non-narcotic-related money classified as Hold for Investigation will:
 1. articulate the reason(s) necessary to classify the money as Hold for Investigation.
 2. immediately submit the inventory to the watch commander for approval.
 3. notify ERPS if a court order or a subsequent search warrant has been obtained.
 4. forward a copy of the court order to ERPS.

VI. DESK SERGEANT DUTIES AND RESPONSIBILITIES

A. To review and approve a submitted inventory, the desk sergeant will:

1. log onto the system, go to the Approve Inventory heading, and query the inventory by unit of inventory or star number of the inventorying member. Possible matching inventories will appear and the sergeant will click on the relevant inventory.
2. verify that the contents of the packaging matches the property described in the inventory awaiting approval, that the appropriate item type and classification action has been selected for the property, and that all necessary information is recorded.
3. if verified and the information is complete, click the approved box. The desk sergeant will sign the packaging in the space provided.

NOTE: The supervisors signature on the inventory bag and electronic approval of the inventory represents the verification of the inventoried property as described by the inventorying officer. Supervisors **MUST** verify the accuracy of all information contained on the inventory prior to approval.

4. if not verified or additional information needs to be entered, click Return to Originator and enter relevant comments. The packaging containing the inventory will also be returned to the inventorying member.
5. if approved, print the following copies by selecting the destination printer and clicking on "Submit Report":
 - a. A Copy 1 - Inventory Copy, which will be attached (i.e., stapled, taped) to the sealed package in a manner so that the printed bar code is easily seen;
 - b. If an arrest had been made, a Copy 3 - Court Copy, which will be included with the arrest paperwork;
 - c. If a finder, owner, or arrestee is present, a Copy 4 - Citizen Copy, which will be given to the appropriate person;
 - d. A Copy 5 - Unit Copy will be selected for printing only in the case of a field turnover.

NOTE: It is no longer necessary to generate a copy of the inventory for use by the unit of inventory in verifying the location of the property. Any member may query the eTrack system at any time to determine the location of inventoried property.

6. ensure that the package is sealed and put in safekeeping, as described in related Department directives, until it is returned to the owner or transported to its destination. Inventory packages containing US currency or jewelry will be secured in an appropriate secured-storage area for that facility. Whatever the type of secured storage, the desk sergeant will ensure that access to that area is limited and that any key or other locking mechanism remains secured.
- B. The desk sergeant will ensure that, prior to bonding any arrestee charged with an offense where no case report is generated (e.g., disorderly conduct, mob action, gang / narcotics loitering, warrants, and the like) and whose arrest report indicates that property was inventoried, the CB number assigned to that arrestee has been entered for that inventory in the eTrack System, as described in Item X.

- C. At the beginning of each second watch shift, the desk sergeant will query the eTrack system for any inventories from that unit:
1. which have remained in preliminary status for over twenty-four hours and take appropriate action to ensure that the inventory is resolved.
 - a. If the preliminary status inventory is valid but has not yet been submitted, the desk sergeant will ensure that the appropriate member is notified to complete and submit the inventory for approval.
 - b. If the inventory has remained in preliminary status because another inventory was subsequently generated and approved in its place, the desk sergeant will take the appropriate action to delete the preliminary status inventory.
 2. which are in an approved status for seven days or more. The desk sergeant will investigate to determine where the inventory is located and why the inventory has not been picked up by the appropriate courier (i.e., improper packaging, invalid incident number). The desk sergeant will take the necessary action to ensure that the property is made ready for transport or that the eTrack system is appropriately updated.
- D. Sergeants will have the capability to reassign an inventory which remains in preliminary status (i.e., never submitted or submitted and returned to the originator).
1. An inventory in preliminary status cannot be accessed by any person other than the originator.
 2. In the event that the originator is unable to complete the inventory, the inventory will be reassigned to another appropriate member to complete by the following process:
 - a. In the main eTrack menu, click on Inventory Entry Reassignment.
 - b. A search can be done by star number or by viewing all available inventories. When the desired inventory is found, click on the word Reassign.
 - c. Insert the star number or name of the officer who will be assigned responsibility for the inventory.
 - d. Click on the Reassign button to complete the assignment.
- E. At each change of shift, the in-coming desk sergeant or other designated desk personnel will perform an audit of inventoried packages of US currency and jewelry which remain in the district secured-storage area. This audit will be done in the presence of the out-going desk sergeant and will be accomplished by running a Shift Change Audit report, found under the eTrack Report Menu, and comparing the inventories listed on the report to the inventories present in the district secured-storage area.
1. If the inventories in the secured-storage area match those listed on the Shift Change Audit report, the in-coming desk sergeant will notify the watch commander that the eTrack shift audit is accurate. Desk sergeants will remain responsible for all inventory packages in the district secured-storage area until the inventoried packages are manifested and removed by the courier or until the Shift Change Audit performed by the following shift.
 2. Discrepancies between the Shift Change Audit report and the inventories in the storage area (i.e., inventories appear on the report but are not in the storage area) will be reported to the watch commander and will require an immediate investigation.
- F. Desk sergeants will complete the manifesting process as described in Items IX and XI of this directive, including when presented with an approved inventory package which indicates a unit other than the desk sergeants unit in the unit of inventory field.

VII. UPDATING THE INCIDENT NUMBER

A. Booking Officer Responsibilities

For all arrest reports which indicate a charge where no case report is generated (e.g., disorderly conduct, mob action, gang / narcotics loitering, warrants, and the like) and have a property inventory number entered in box 33, the booking officer will:

1. log into the eTrack System and click on Search / Edit Inventory;
2. enter the inventory number as listed on the arrest report and click on Search;
3. open the inventory by clicking on View, then on the Update Incident No. button, and enter the CB number of the arrestee in the field provided;
4. click on the Update button;
5. log out of the eTrack System;
6. initial box 33 of the arrest report to indicate that the CB number has been entered into the eTrack system.

B. Other Members Responsibility

Any other member may follow the procedures outlined in Items X-A-1 through X-A-5 of this directive in order to update an incident number at any time.

VIII. MANIFESTING DUTIES AND RESPONSIBILITIES

- A. Only inventories which are approved, have validated incident numbers, and are properly packaged can be put on a manifest. Only manifested inventories can be moved from the unit of inventory.
- B. The action of placing an inventory on a manifest will change the status of that inventory to in transit. The only action which can be taken with an in transit inventory is to receive it.
- C. Couriers will:
 1. generate a manifest by scanning the barcode appearing on the inventory page attached to the property.
 2. bring to the attention of the desk sergeant or other appropriate person any inventory which cannot be manifested.
 3. once all appropriate inventories are scanned onto a manifest, submit the manifest to the desk sergeant for approval.
- D. The desk sergeant will:
 1. log onto the eTrack system and review the manifest for accuracy and completeness.
 2. approve the manifest if it accurately and completely reflects the inventory packages that the courier has presented for transport.
 3. not delay approval of a manifest and/or a couriers pickup to allow for an inventory currently being entered into the eTrack system to be completed.
- E. When presented with an approved inventory package for storage in district storage, the desk sergeant will ensure that the package was properly manifested in eTrack from its original unit of inventory. In these cases, the desk sergeant is documenting that the inventory is properly packaged (if required, in a sealed plastic inventory bag) and will accept the package for storage by logging into eTrack to receive the package.

IX. RECEIPT OF PROPERTY AT DESTINATION

For all inventories received at ERPS or the Forensic Services Section inventoried using the eTrack system, the receiving personnel will take custody of the property and document the receipt of the inventory directly in the eTrack system. No other documentation will be generated.

X. HAND CARRY PROCEDURES

- A. If circumstances of an inventory require that it be immediately hand-carried to ERPS or the Forensic Services Section, the following procedures will take place. The decision to hand-carry the inventory must be made prior to the supervisor approving the inventory.

NOTE: Only inventories with validated incident numbers can be hand-carried.

1. The inventorying officer will:
 - a. in the entering of the inventory information into eTrack, select Recovering / Inventorying Unit for the transport mode on the Classification screen and submit the inventory for approval.

NOTE: Completing the inventory in this fashion will cause the eTrack system to automatically generate a manifest with the name of the inventorying officer as the courier.

- b. upon approval, deliver the property and its accompanying manifest to its destination.
2. The desk sergeant will:
 - a. prior to approval, review all inventories which indicate a transport mode of Recovering Unit Personnel on the Review screen to determine the appropriateness of a hand-carry transport.
 - b. if approved, ensure that the Generate Hand Carry Manifest box on the Print screen is checked.
 - c. present the inventorying officer with the manifest that was printed along with the Inventory Copy and instruct that person to present it upon arrival at ERPS or the Forensic Services Section.

- B. If transporting to the Medical Examiners Office, the officer will follow inventory procedures outlined in the Department directive entitled "**Processing and Transportation of Deceased Persons.**"

XI. WATCH COMMAND (LIEUTENANT OR HIGHER RANKING) RESPONSIBILITIES

- A. Assignment of Acting Desk Sergeant Within the eTrack System
1. The capability to approve inventories is limited to Department members of the rank of sergeant and above.
 2. In the absence of a desk sergeant, the watch commander or unit commanding officer may temporarily assign approval capabilities to a member below the rank of sergeant by signing into the eTrack system, clicking on Acting Desk Sergeant Assignment, entering the star number of the person to be temporarily assigned, then click on Search. The application will allow such a temporary assignment for a maximum period of twenty-four hours and will expire after that time period.
- B. Voiding an Inventory
1. Only approved inventories can be voided. A voided inventory will exist in the database with a status of Void but the details of the inventory will not be capable of being viewed. A record of the member entering the void will be maintained along with the voided inventory.
 2. The capability to void an inventory is limited to the rank of lieutenant or above.
 3. To void an inventory, the lieutenant or higher ranking member will:
 - a. in the main menu, click on Void Inventory;
 - b. query by inventory number or by unit;

- c. select the specific inventory by clicking on View;
 - d. click on the Void button at the top right of the eTrack page.
- 4. Upon creation of the inventory to replace the voided inventory, the member will enter the voided inventory number in the Comments box for cross-reference purposes.
- C. Field Turnover
 - 1. Only a member of the rank of lieutenant or higher can access the field turnover screen.
 - 2. To record a field turnover in the eTrack system, the member of the rank of lieutenant or higher will log into the system, query the specific inventory to be released, check the Field Turnover box to apply the status, then check Confirm and log out of the system.

NOTE: Failure to log the turn-over in the eTrack system will indicate that the inventory is still in the unit.
- D. Shift Change Audit of Inventories Placed in Secured-storage Areas

Watch commanders will record on their Watch Commanders Log (CPD-21.916) the result of the Shift Change Audit of inventories in their district secured-storage area. If a Shift Change Audit results in a discrepancy which cannot be reconciled, the watch commander will initiate a Log Number investigation.

XII. PROCEDURES IN THE EVENT OF SYSTEM UNAVAILABILITY OR REQUIREMENT FOR ON-SCENE INVENTORY

- A. Watch commanders will be responsible for ensuring that a Property Inventory book is available for use in case of an eTrack unavailability due to system maintenance or breakdown or network server interruption or there is an operational need for on-scene inventory. Replacement Property Inventory books can be requested from ERPS during the second watch only and will be picked up and signed for at ERPS by a member of the requesting unit.
- B. If a member is unable to access the eTrack application, that member will telephone the Help Desk for assistance prior to use of another inventory method.
- C. In the event of an eTrack unavailability, the Public Safety Information Technology (PSIT) will notify all affected units via facsimile message with information regarding the expected duration of the unavailability.
 - 1. An eTrack unavailability is defined as:
 - a. any circumstances in which the mechanical operation of the eTrack application or of the network server directly related to the application fails or renders the application unusable, or the network or application is intentionally taken down for maintenance, or
 - b. any other circumstances, to include power failures, which make the eTrack application unworkable or unavailable to unit members.
 - 2. When a watch commander has determined or been notified that an eTrack unavailability has occurred affecting his or her facility, the watch commander will:
 - a. determine whether the unavailability is the result of a planned service interruption conducted by PSIT.
 - b. in those instances where PSIT did not notify the affected units of the unavailability:
 - (1) ensure a notification is made to the Help Desk; and
 - (2) request that PSIT ascertain and report the expected duration that the system will be unavailable.

- c. when operationally feasible, allow one hour for PSIT to take the necessary actions to make the application available. In making the determination as to whether to await the availability of the eTrack system or the authorized use of the Property Inventory book, the watch commander will consider:
 - (1) the proper allocation of Department resources and manpower, including the need to avoid the unnecessary use of overtime;
 - (2) the security and chain of custody of the evidence; and
 - (3) when the availability of the eTrack system is isolated (i.e., affects only one district or unit), the proximity and efficiency in using the eTrack system at another units location.
 3. During an eTrack unavailability and only after receiving authorization from the watch commander, members will inventory property using the Property Inventory book, following the procedures described in the Department directive entitled **"Inventory System For Property Taken Into Custody."** The buff copy of the Property Inventory formset will be sent to ERPS or the Forensic Services Section via Department mail.
 4. Members inventorying property using the Property Inventory Book due to an eTrack unavailability will print and provide the appropriate copy of the Notice to the owner / claimant.
- D. Only the watch commander or a member of the command staff may authorize the use of the Property Inventory book. The watch commander of an affected unit will:
 1. provide one Property Inventory book for use by personnel to record inventories.
 2. ensure that these Property Inventories are processed as required by the Department directive entitled **"Inventory System For Property Taken Into Custody."** Buff copies of all completed Property Inventory formsets will be sent to ERPS or the Forensic Services Section via police mail.
 3. note the incident on the Watch Commander's Log.
 4. as soon as the eTrack system becomes operational, retrieve the Property Inventory book and return it to its secured location.
 5. ensure that ERPS and the Forensic Services Section is notified of the inventory numbers used during the unavailability or on-scene inventory.
- E. Members using the Property Inventory formsets due to an eTrack unavailability will record the phrase ETRACK FAILURE in the open space on the formset marked Evidence & Recovered Property Section Use Only. In addition, they will make a photocopy of the original (white) copy of each inventory and place that copy in the eTrack Binder behind the tab marked Formset Photocopies.
- F. If the eTrack system remains down at the change of shifts, the out-going watch commander will inform the in-coming watch commander of the downed status of the eTrack system.
- G. Upon receipt of buff copies of Property Inventories marked ETRACK FAILURE, ERPS and/or Forensic Services Section personnel will enter the information into the eTrack system and, if necessary, into CERTS (Chicago Evidence Recovery Tracking System). Upon receipt of the corresponding property, ERPS and/or Forensic Services Section personnel will send the buff receipt copy back to the unit of inventory.
- H. The desk sergeant will ensure that the returned buff receipt copies are stapled to the corresponding unit (yellow) copy of the inventory in the Property Inventory formset book and the photocopy in the eTrack Binder is marked and filed as described in Item VII-E of this directive.
- I. The Commanding Officer, ERPS or the Commander, Forensic Services Section, as appropriate, will ensure that all property inventoried during an eTrack breakdown utilizing the Property Inventory book process is subsequently entered into the eTrack system without unnecessary delay.
- J. Event Requiring the On-Scene Inventory of Property
 1. In the occurrence of an event requiring the on-scene preparation of an inventory (i.e., large scale arrests, disaster scenes), the watch commander or higher ranking member may order a

return to the use of the Property Inventory books. This order will be documented in a To-From-Subject report and faxed to the Managing Deputy Director, PSIT and the Commanding Officer, ERPS and the Commander, Forensic Services Section. The report will designate a process whereby the inventories recorded in the Property Inventory book will be entered into the eTrack system by members of the unit of recovery.

2. The Commanding Officer, ERPS will ensure that a supply of complete, unused Property Inventory formset books are maintained in the ERPS facility. Upon the issuance of the report described in Item XIII-J-1, the Commanding Officer, ERPS will, if necessary, order the issuance of Property Inventory books to the affected unit(s) for use in the on-scene inventory.
3. Members will complete each inventory according to the guidelines established in this directive and follow the process designated in the report described in Item XIII-J-1 to enter the inventories into the eTrack system.

XIII. SIGNING PROPERTY OUT FOR COURT

- A. Members will continue to follow the procedures listed in the Department directive entitled "**Inventory System For Property Taken Into Custody**" to sign out and return inventoried property for use in court hearings.
- B. ERPS personnel will generate a copy of the inventory from the CERTS system to be given to the member signing out the property for use in turning over the property to the court.

XIV. RETURNING TO OWNER - FIELD TURNOVERS / ON-SITE TURNOVERS

- A. If property is subject to asset forfeiture or is evidence, it will be inventoried with the classification action for Hold for Investigation and/or Evidence. Personal property belonging to an arrestee or identified owner which is not subject to asset forfeiture and is not evidence will be inventoried with a classification action of Property Owner Pick-up. Property with the classification of Hold for Investigation and/or Evidence will be disposed of according to the Department directive entitled "**Inventory System For Property Taken Into Custody**."
- B. For any personal property inventoried with a classification action of Property Owner Pickup, the property will be released to the owner or arrestee as soon as possible, upon presentation of the Owners Copy of the inventory and proper proof of identity.
 1. For an arrestee, the personal property will be turned over in a field turnover if the property is still in the unit of detention. Any inventoried arrestees personal property which is not turned over when the arrestee leaves the detention facility will be manifested and sent to ERPS.
 2. No subsequent authorization by the inventorying officer, including a Form 54" (Property Release Order, CPD-34.554), is needed for the return of any inventory of arrestees personal property or property belonging to an identified owner which carries the classification action of Property Owner Pickup.
- C. Field Turnovers
 1. The Field Turnover function will be used by units other than ERPS to return property still located in the unit.
 2. Any member can create a Field Turnover within the eTrack system and submit the turnover electronically for the watch commanders approval. Each item line intended for return to the owner must be indicated.
 3. The watch commander will review the turnover request and indicate his or her approval by clicking on the Approve box, then clicking on Confirm to complete the approval process.
 4. Once the field turnover has been approved, any member can complete the turnover process by:
 - a. requesting that the owner sign his or her name on the electronic signature pad attached to the eTrack system.

- b. printing out a receipt of the Property Release Order and handing the released property and the receipt to the owner.
- D. On-Site Turnovers

Personnel at ERPS will use the On-Site Turnover function to return property located at ERPS to owners listed on the inventory who produce the Owners Copy of the inventory and proper proof of identity.

NOTE: Presentation of a copy of the inventory may be waived by ERPS under extenuating circumstances where feasible.

XV. TRAINING

Training on the eTrack Inventory System will be provided on-site at the affected units by a PSIT training team. Additional assistance will be available via the Help Desk or the online eTrack Help manual.

XVI. CONFLICTS PROVISION

In the event that a procedure in this notice conflicts with the provisions of the Department directive entitled "Inventory System For Property Taken Into Custody," this Department directive will take precedence.

Authenticated by: RMJ

Terry G. Hillard
Interim Superintendent of Police

11-007 AMR

RULES and REGULATIONS

CITY OF CHICAGO / DEPARTMENT OF POLICE

V. RULES OF CONDUCT

Rule 10

Inattention to duty.

ORGANIZED CRIME DIVISION
NARCOTICS UNIT

23 April 2012


TO: James O'Grady
Commander
Narcotics Unit

FROM: Sgt. Eric D. Cato #1321
Team E-4
Narcotics Unit

SUBJECT: C.R.# 1052444

R/S is submitting this report under duress, R/S is only submitting this report because this R/S knows he could lose his job if he refuses.

1. On 5 March 2012 this R/S was working Bt. 6254
2. It is true that on the date in question at [REDACTED] 1st floor that a quantity of usc was recovered and inventoried under inventory # [REDACTED]
3. The recovering Officers were P.O. Utreras #19901, and P.O. Norway #6797
4. This R/S was the approving desk sergeant for inventory # [REDACTED]
5. The only explanation this R/S can give for the discrepancy is human error on this R/S's part in counting the usc.
6. It is true that under the Desk Sergeant duties and responsibilities, all supervisors must verify that accuracy of all information contained on the inventory prior to approval.


Sgt. Eric D. Cato #1321
Team E-4
Narcotics Unit

Report Date: 16 May 2012

Report Time: 1329 Hrs

Information Services Division

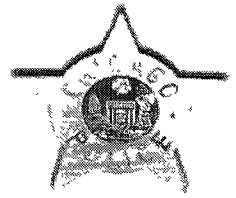
Data Warehouse

Produced by: [REDACTED]

Chicago Police Department

Personnel Division

**Only for active personnel*



Complimentary History

Name	Title	Star	Unit	Detail Unit	Emp Number
CATO, ERIC D	9171	1321	189		[REDACTED]

Achievements

Total No.

DEMOCRATIC NATIONAL CONVENTION AWARD	1
ATTENDANCE RECOGNITION AWARD	2
2009 CRIME REDUCTION AWARD	1
JOINT OPERATIONS AWARD	1
PRESIDENTIAL ELECTION DEPLOYMENT AWARD 2008	1
PROBLEM SOLVING AWARD	1
HONORABLE MENTION	46
OTHER AWARDS	1
DEPARTMENT COMMENDATION	9
COMPLIMENTARY LETTER	2
2004 CRIME REDUCTION RIBBON	1
UNIT MERITORIOUS PERFORMANCE AWARD	3
TOTAL AWARDS	69

CR# 1052444

NOTE: THIS REPORT IS FOR OFFICIAL LAW
ENFORCEMENT / AUTHORIZED USE ONLY.
THE INFORMATION IS CURRENT AS OF THE
DATE AND TIME OF THE REPORT. THIS

BUREAU OF INTERNAL AFFAIRS
RECORDS SECTION

15 May 2012

TO: COMMANDING OFFICER UNIT 121-GIS
FROM: RECORDS SECTION
BUREAU OF INTERNAL AFFAIRS
SUBJECT: PREVIOUS SUSTAINED DISCIPLINARY HISTORY OF:

CATO, ERIC 1321 189
NAME (LAST, FIRST M.I.) STAR UNIT

M B [REDACTED]
SEX RACE EMPLOYEE #

REFERENCE: COMPLAINT REGISTER # 1052444

THE PREVIOUS DISCIPLINARY RECORD OF THE SUBJECT HAS BEEN
REQUESTED IN YOUR NAME BY:

P.O. ELIZABETH RAMIREZ 3716 [REDACTED] 121
RANK NAME STAR EMP# UNIT

RELATIVE TO A SUSTAINED FINDING IN THE INVESTIGATION OF THE
ABOVE REFERENCED COMPLAINT REGISTER NUMBER.

THE RECORDS SECTION, BUREAU OF INTERNAL AFFAIRS,, DISCLOSES THE
FOLLOWING DISCIPLINARY ACTION(S) ADMINISTERED TO THE SUBJECT
ACCUSED, FOR THE PAST FIVE (5) YEARS.

VERIFIED/PREPARED BY:

P.A. CHRISTINA FABIAN#17699
FOR: COMMANDING OFFICER
RECORDS SECTION
BUREAU OF INTERNAL
AFFAIRS

SPAR-NONE
CR- NONE

BUREAU OF INTERNAL AFFAIRS
Investigations Division
General Investigations Section

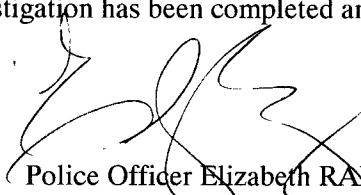
16 MAY 2012

TO: Commanding Officer
Investigations Division
General Investigations Section

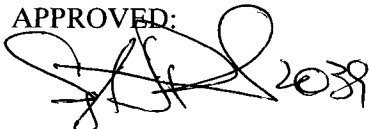
FROM: Police Officer Elizabeth RAMIREZ #3716
Investigations Division
General Investigations Section

SUBJECT: Approval of Complaint Log #1052444

The attached CL investigation has been completed and is being submitted for your approval.

 #3716
Police Officer Elizabeth RAMIREZ #3716
Investigations Division
General Investigations Section

APPROVED:

 2039

Case Management Supervisor
Investigations Division
General Investigations Section

SUMMARY REPORT DIGEST

CHICAGO POLICE DEPARTMENT

LOG NO
1052444TYPE
CRDATE OF REPORT
16-MAY-2012

INSTRUCTIONS: To be used in all cases that are to be classified as either **EXONERATED, UNFOUNDED, NOT SUSTAINED, NO AFFIDAVIT**, or in **SUSTAINED** cases where the Disciplinary Recommendation does not exceed **Five (5) DAYS SUSPENSION**.

TO: DEPUTY SUPERINTENDENT, BUREAU OF PROFESSIONAL STANDARDS
ATTENTION: CHIEF, INTERNAL AFFAIRS DIVISION

FROM - INVESTIGATOR'S NAME	RANK	STAR NO	EMPLOYEE NO	UNIT ASSIGNED	UNIT DETAILED
RAMIREZ, ELIZABETH	9161	3716		121	

REFERENCE NOS. (LIST ALL RELATED C.L., C.B., I.R., INVENTORY NOS., ETC., PERTINENT OF THIS INVESTIGATION)

INCIDENT ADDRESS		DATE / TIME: 09-MAR-2012 07:03	BEAT: 1134
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ACCUSED

NAME	RANK	STAR NO	EMP NO	UNIT ASSIGNED	UNIT DETAILED	SEX/RACE	DOB	APPOINTED DATE	ON DUTY ?	SWORN ?
CATO, ERIC D	9171	1321		189		M / BLK		16-DEC-1991	YES	YES

REPORTING PARTY

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
TORRES, WANDA	RANK: 9171, STAR NO: 1507, EMP NO:			F / S	

VICTIMS

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
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WITNESSES

NAME	ADDRESS*	CITY STATE	TELEPHONE	SEX / RACE	DOB / AGE
PALKA, CHARLES	RANK: 9161, STAR NO: 11674, EMP NO:			M / WHI	

* IF CPD MEMBER, LIST RANK, STAR, EMPLOYEE NOS. IN ADDRESS, PAX/BELL IN TELEPHONE BOX

ALLEGATIONS

NOTE: Complaint Log "TYPE" is classified CR-Sworn Affidavit **NOT** required.

Allegation: It is alleged by the complainant Wanda TORRES #1507, Assigned Unit 167-Evidence and Recovered Property; that on 09 March 2012, at approximately 0730hours, while conducting an audit of money it was discovered that Inventory # [REDACTED] was short \$100.00USC of the declared amount of \$9,685.00USC. The actual counted amount was \$9,585.00USC.

SUMMARY

SEE ATTACHED REPORT

ATTACHMENTS

INVESTIGATIVE REPORTS - SUPPORTING ALLEGATIONS LIST ATTACHMENTS NUMBER	INVESTIGATIVE REPORTS - SUPPORTING ACCUSED MEMBERS(S) LIST ATTACHMENTS NUMBER:	PHYSICAL EVIDENCE LIST ATTACHMENTS NUMBERS.	TOTAL NUMBER OF ATTACHMENTS SUBMITTED WITH THIS FILE:

FINDINGS - RECOMMENDATIONS

SEE ATTACHED REPORT

DATE INITIATED
(Date incident was received for investigation)

13-MAR-2012

DATE COMPLETED (Date of this report)

16-MAY-2012

ELAPSED TIME
(Total time expressed in days)

64

Investigator will initiate the Command Channel Review form by
completing the Investigator's Section.

INVESTIGATOR'S SIGNATURE

#3714

IF NECESSARY, USE AN 8 1/2 x 11" SHEET OF WHITE PAPER TO CONTINUE ANY ITEM.

SUMMARY REPORT DIGEST
CR #1052444
16 MAY 2012

SUMMARY:

An audit of inventoried and recovered USC was conducted on 09 March 2012, by Unit 167-Evidence and Recovered Property personnel: Sergeant Wanda TORRES #1507 and Police Officer Charles PALKA #11674. During the course of the money audit TORRES discovered a discrepancy of \$100.00USC with regards to Inventory [REDACTED]. The amount listed for Inventory [REDACTED] was \$9,685.00USC. The actual recovered and counted amount for Inventory [REDACTED] was \$9,585.00USC. TORRES initiated CR # [REDACTED] naming Police Officer Edwin UTRERAS #19901, Police Officer Ronald NORWAY #6797 and Sergeant Eric CATO #1321 as the accused (Att #4).

Inventory [REDACTED] lists as the recovering officers UTRERAS and NORWAY, but CATO is listed as the Approving Desk Sergeant and is ultimately responsible for accuracy and approval (Att #5).

Based on the guidelines of *Special Order* [REDACTED] only CATO will remain as the accused in this investigation (Att #11).

In her To/From Subject Report to the undersigned, TORRES again re-affirmed the facts contained in her initiation report. TORRES went on to state that she placed the money contained in Inventory [REDACTED] through a counting machine 3 times and did a hand count 2 times. For each method and each count the ending total was \$9,585.00USC (Att #10).

In his To/From Subject Report to the undersigned, PALKA stated that he opened Inventory [REDACTED] and placed the money in a counting machine which counted \$9,585.00USC. The amount listed on the envelope and inventory sheet was \$9,685.00USC. PALKA goes on to say he placed the money in the counting machine 2 more times and each time the amount was \$100.00USC short of what was listed on the inventory sheet. PALKA then stated that he moved the money to TORRES and observed her conduct the counts she previously described in her To/From Subject Report. PALKA goes on to state that the envelope the money was contained in did not appear to show any signs of having been tampered with (Att #9).

In his To/From Subject Report to the undersigned, the accused Sergeant Eric D. CATO #1321, states that 05 March 2012, at [REDACTED] 1st Floor, a quantity of USC was recovered and inventoried by UTRERAS and NORWAY under Inventory [REDACTED]. CATO confirms that he was in fact the approving Sergeant for Inventory [REDACTED], and that the only reason he can think of to account for the discrepancy in USC is simple human error. CATO acknowledges that under the Desk Sergeant Responsibilities all supervisors must verify the accuracy of information contained on an inventory prior to approval (Att #14).

Based on the information gathered for this investigation the undersigned recommends that the Allegation be **SUSTAINED**.

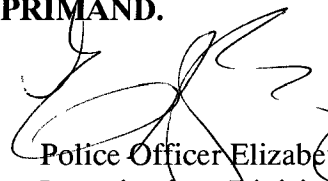
FINDINGS-RECOMMENDATIONS:

Accused: Sergeant Eric D. CATO #1321 Assigned Unit 189


Allegation: **SUSTAINED**
Violation of Rule #10-"Inattention to Duty"

In that on 05 March 2012, at [REDACTED] Floor, an amount of USC was recovered and inventoried under Inventory # [REDACTED]. The amount listed on the envelope and inventory sheet was \$9,685.00USC, which was approved by Sergeant Eric D. CATO #1321. During a money audit conducted by ERPS personnel on 09 March 2012, the listed money amount for Inventory [REDACTED] of \$9,685.00USC was found to be in-correct. The actual recovered amount was \$9,585.00USC. In violation of *Special Order* [REDACTED] "Phase 2-eTrack Inventory System for Property Taken into Custody" Section IV Desk Sergeant Duties and Responsibilities.

Recommendation: After taking into consideration, the Complimentary and Disciplinary history of the accused; it is recommended that Sergeant Eric D. CATO #1321, Assigned Unit 189, be given a **REPRIMAND**.

 #3716
Police Officer Elizabeth RAMIREZ #3716
Investigations Division
General Investigations Section

APPROVED:


Case Management Supervisor
Investigations Division
General Investigations Section

Attachments

	No.	Type	No. of Pages	Narrative	Entered By	Entered Date/Time
View	1	FACE SHEET			TOPPINS, YOLANDA	09-MAR-2012 09:04
View	2	CONFLICT CERTIFICATION			RAMIREZ, ELIZABETH	15-MAR-2012 10:14
View	3	SWORN AFFIDAVIT FROM COMPLAINANT	1		RAMIREZ, ELIZABETH	14-MAY-2012 13:56
View	4	INITIATION REPORT	2	Sergeant Torres #1507	TOPPINS, YOLANDA	12-MAR-2012 08:59
View	5	INVENTORY SHEET	2	Inventory # [REDACTED]	RAMIREZ, ELIZABETH	21-MAR-2012 18:19
View	6	REPORT (OTHER)	2	e-Track chain of custody sheet	RAMIREZ, ELIZABETH	21-MAR-2012 18:22
View	7	REPORT (OTHER)	1	identification of witness report	RAMIREZ, ELIZABETH	21-MAR-2012 18:23
View	9	WITNESS REPORT	1	P.O. Palka #11674 to from	RAMIREZ, ELIZABETH	14-MAY-2012 13:59
View	10	WITNESS REPORT	1	Sgt Torres #1507 to from	RAMIREZ, ELIZABETH	17-MAY-2012 13:15
View	11	DEPARTMENT DIRECTIVE OR GENERAL ORDER	13	Special Order [REDACTED] Phase 2- eTrack Inventory	RAMIREZ, ELIZABETH	14-MAY-2012 14:22
View	12	DEPARTMENT DIRECTIVE OR GENERAL ORDER	1	Rules and Regulation Excerpt Rule 10	RAMIREZ, ELIZABETH	16-MAY-2012 14:01
View	13	ACCUSED NOTIFICATION OF ALLEGATIONS FOR CATO, ERIC			RAMIREZ, ELIZABETH	16-APR-2012 12:03
View	14	ACCUSED REPORT	1	Sgt Cato #1321	RAMIREZ, ELIZABETH	14-MAY-2012 14:00
View	15	COMPLIMENTARY HISTORY	1	Sgt Cato #1321	RAMIREZ, ELIZABETH	17-MAY-2012 13:35
View	16	DISCIPLINARY HISTORY	1	Sgt Cato #1321	RAMIREZ, ELIZABETH	17-MAY-2012 13:36